

**EAST FELICIANA PARISH
EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA**



**BASIC FINANCIAL STATEMENTS
WITH SUPPLEMENTAL INFORMATION**

DECEMBER 31, 2012

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date AUG 28 2013

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
BASIC FINANCIAL STATEMENTS
WITH SUPPLEMENTAL INFORMATION
DECEMBER 31, 2012**

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**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
BASIC FINANCIAL STATEMENTS
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BASIC FINANCIAL STATEMENTS

MARY SUE STAGES, CPA
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Louisiana Society of Certified Public Accountants
American Institute of Certified Public Accountants
Association of Governmental Accountants
Governmental Audit Quality Control Center

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

Board of Commissioners of the
East Feliciana Parish Emergency Communications Commission
P. O. Box 293
Clinton, Louisiana 70722

We have reviewed the accompanying financial statements of the governmental activities and the aggregate remaining fund information of the East Feliciana Parish Emergency Communications Commission, as of and for the year ended December 31, 2012, which collectively comprise the Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Commission's management.

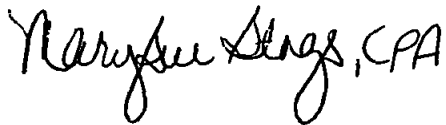
Our review was conducted in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards* issued by the Comptroller General of the United States of America. A review consists principally of inquiries of the Commission's personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report, dated June 20, 2013, on the results of our agreed-upon procedures.

The management's discussion and analysis and budgetary comparison information as indicated in the table of contents are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. Such information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements but were compiled from information that is the representation of management, without audit or review.

The accompanying supplemental information listed in the table of contents under supplementary information and schedules is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but were compiled from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information.

A handwritten signature in black ink that reads "Mary Sue Stages, CPA". The signature is written in a cursive, flowing style.

Mary Sue Stages, CPA,
A Professional Accounting Corporation
Baker, LA
June 20, 2013

REQUIRED SUPPLEMENTAL INFORMATION
(PART 1 OF 2)

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2012**

Management's discussion and analysis (MD&A) is a required element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in Statement No. 34. Its purpose is to provide an overview of the financial activities of the Commission based on currently known facts, decisions and/or conditions.

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION

These financial statements are comprised of three components – (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplementary information contained in this report provided for additional information.

Government-wide Financial Statements. The government-wide financial statements present financial information for all activities of the Commission from an economic resource measurement focus using the accrual basis of accounting. These provide both short-term and long-term information about the Commission's overall financial status. They include a statement of net position and statement of activities.

Statement of Net Position This statement presents information on all of the Commission's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference between these reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Commission is improving or not.

Statement of Activities. This statement presents information showing how the Commission's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Commission's financial reliance on general revenues.

The government-wide financial statements can be found on pages 9-10 of this report.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Commission uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Commission has one category of funds: governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the Commission's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2012**

balances provides reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints.

Governmental funds of the Commission include a general fund that is used to account for all accounts not required to be accounted for separately.

The fund financial statements can be found on pages 12-15 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

The index of the notes is found on page 17 with the actual notes beginning immediately afterwards.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Commission's budgetary comparisons on pages 27. These schedules indicate the Commission's compliance with its adopted and final revised budgets

FINANCIAL ANALYSIS OF THE COMMISSION

Net assets are an indicator of the Commission's financial position from year to year. A summary of net assets follows.

SUMMARY OF NET POSITION Governmental Activities

	<u>2012</u>	<u>2011</u>
Assets		
Current and other assets	\$ 360,756.10	\$ 351,512.05
Capital assets, net	<u>47,792.56</u>	<u>58,542.08</u>
Total Assets	408,548.66	410,054.13
 Liabilities		
Current liabilities	<u>10,359.12</u>	<u>11,566.75</u>
 Net Position		
Net investment in capital assets	47,792.56	58,542.08
Unrestricted	<u>350,396.98</u>	<u>339,945.30</u>
Net Position	<u><u>398,189.54</u></u>	<u><u>398,487.38</u></u>

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2012**

A summary of changes in net assets for the current year is included below

**SUMMARY OF CHANGES IN NET POSITION
Governmental Activities**

	<u>2012</u>	<u>2011</u>
Revenues		
Charges for services	\$ 215,881.90	\$ 210,553.73
Grants and contributions	25,000.00	.00
General revenues:		
Taxes	103,352.36	99,567.73
Sales/rentals	36,866.67	.00
Other revenues	100.00	22,563.26
Interest earned	<u>3,124.31</u>	<u>1,831.10</u>
 Total Revenues	 384,325.24	 334,515.82
 Expenses		
Public safety	<u>384,623.08</u>	<u>321,217.88</u>
 Change in net position	 (297.84)	 13,297.94
 Net position, beginning	 <u>398,487.38</u>	 <u>385,189.44</u>
 Net position, ending	 <u><u>398,189.54</u></u>	 <u><u>398,487.38</u></u>

BUDGETARY HIGHLIGHTS

The Commission received \$86 less in revenues than it anticipated for the year ended December 31, 2012. Expenditures, likewise, were more than budgeted amounts by \$5,223. With variances of 1% or less, the Commission is still in compliance with the Louisiana Government Budget Act.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets The Commission's investment in capital assets, net of accumulated depreciation and related debt at December 31, 2012 and 2011, was \$47,793 and \$58,542, respectively. Current year additions to capital assets include a TV used for mapping, computer and communication equipment.

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2012**

The Commission expressed its intent through a written notice to commit \$250,000 towards relocating the 911 operations to the temporary courthouse - \$200,000 towards the purchase price and \$50,000 towards required renovations

Capital assets at year-end are summarized as follows:

**CAPITAL ASSETS
Net of Accumulated Depreciation
Governmental Activities**

Depreciable Assets	
Equipment	\$ 22,710.46
Vehicles	<u>25,082.10</u>
Total	<u>47,792.56</u>

Long-Term Debt. The Commission currently has no long-term debt.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the Commission's finances, comply with finance-related laws and regulations and demonstrate the Commission's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting the East Feliciana Parish Emergency Communications Commission, P O. Box 1638, Clinton, Louisiana 70722 or 225-683-1014.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
STATEMENT OF NET POSITION
DECEMBER 31, 2012

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 109,818 15
Accounts receivable	1,006 99
Prepaid expenses	6,613 30
Inventory - signs	9,692 50
Investments	233,625 16
Capital assets, net	<u>47,792 56</u>
Total Assets	408,548 66
 <u>DEFERRED OUTFLOW OF RESOURCES</u>	
	-
 <u>LIABILITIES</u>	
Accounts payable	2,799 34
Payroll related withholdings/expenses	<u>7,559 78</u>
Total Liabilities	10,359 12
 <u>DEFERRED INFLOW OF RESOURCES</u>	
	<u>-</u>
 <u>NET POSITION</u>	
Net investment in capital assets	47,792 56
Unrestricted	<u>350,396 98</u>
Total Net Position	<u><u>398,189 54</u></u>

See Accompanying Notes and Independent Accountants' Review Report

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2012**

<u>Functional/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenues (Expenses)</u>
		<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities					
Public safety	\$ 384,623 08	\$ 215,881 90	\$ 25,000 00	\$ -	\$ (143,741 18)
Total Governmental Activities	384,623 08	215,881 90	25,000 00	-	(143,741 18)
General Revenues					
					103,352 36
					33,845 70
					3,020 97
					100 00
					3,124 31
					<u>143,443 34</u>
					(297 84)
					<u>398,487 38</u>
					<u>398,189 54</u>

See Accompanying Notes and Independent Accountants' Review Report

FUND FINANCIAL STATEMENTS

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2012**

ASSETS

Cash and cash equivalents	\$ 109,818 15
Accounts receivable	1,006 99
Prepaid expenses	6,613 30
Inventory - signs	9,692 50
Investments	<u>233,625 16</u>
 Total Assets	 <u><u>360,756 10</u></u>

LIABILITIES AND FUND BALANCES

Liabilities

Accounts payable	2,799 34
Payroll related withholdings/expenses	<u>7,559 78</u>
 Total Liabilities	 10,359 12

Fund Balances

Committed for emergencies	200,000 00
Unassigned	<u>150,396 98</u>
 Total Fund Balances	 <u><u>350,396 98</u></u>

Total Liabilities and Fund Balances	<u><u>360,756 10</u></u>
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See Accompanying Notes and Independent Accountants' Review Report

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
DECEMBER 31, 2012**

Total Fund Balances - Total Governmental Funds	\$ 350,396 98
--	---------------

Amounts reported for governmental activities in the
Statement of Net Position are different because

Capital assets used in governmental activities are not current
financial resources and, therefore, are not reported in the
Governmental Funds Balance Sheet This is the capital
assets, net of accumulated depreciation, reported on the
Statement of Net Position

<u>47,792 56</u>

Total Net Position - Governmental Activities

<u><u>398,189 54</u></u>

See Accompanying Notes and Independent Accountants' Review Report

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2012**

REVENUES

Taxes - ad valorem	\$ 103,352 36
Charges for services	
E911 fees	215,881 90
Sales	33,845 70
Rental income	3,020 97
Grant proceeds	25,000 00
Other revenues	100 00
Interest earned	<u>3,124 31</u>
 Total Revenues	 384,325 24

EXPENDITURES

Public Safety	
Employee and related expenses	118,072 38
Contracted services	44,369 66
Communications Center	133,982 84
Training/development	616 68
Auto expense	8,871 41
Office and supplies	28,870 29
Repairs/maintenance of system	30,866 42
Utilities	5,011 80
Capital Outlay	<u>3,212 08</u>
 Total Expenditures	 <u>373,873 56</u>
 Net Change in Fund Balances	 10,451 68
 Fund Balances, beginning	 <u>339,945 30</u>
 Fund Balances, ending	 <u><u>350,396 98</u></u>

See Accompanying Notes and Independent Accountants' Review Report

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF
REVENUES, EXPENDITURES AND CHANGES IN FUNDS BALANCES
TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2012**

Net Change in Fund Balances - Total Governmental Funds	\$ 10,451 68
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Amounts reported for governmental activities in the
Statement of Activities are different because

Governmental funds report capital outlays as expenditures
However, in the Statement of Activities, the cost of those
assets is allocated over their estimated useful lives as
depreciation expense This is the amount by which
capital outlay differed from depreciation charged in the
current period

(10,749 52)

Change in Net Position - Governmental Activities

(297 84)

See Accompanying Notes and Independent Accountants' Review Report

NOTES TO FINANCIAL STATEMENTS

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
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DECEMBER 31, 2012**

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**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2012**

INTRODUCTION

The East Feliciana Parish Emergency Communications Commission (hereinafter referred to as the Commission), located in Clinton, Louisiana, was created by the East Feliciana Parish Police Jury as allowed under Louisiana Revised Statute 33:9101. It is governed by a board of seven commissioners that is appointed by the East Feliciana Parish Police Jury. The commissioners serve four-year terms and are not paid for their services.

The Commission was created to provide the citizens of East Feliciana Parish with enhanced aid in the event of an emergency through use of a single, primary three-digit emergency number.

Revenue sources of the Commission include ad valorem taxes and E911 (Enhanced Universal Emergency Number Service) fees.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation: The accounting and reporting practice of the Commission conforms to governmental accounting principles generally accepted in the United States of America. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide *Audits of State and Local Governmental Units*

Financial Reporting Entity: Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the East Feliciana Parish Police Jury is the financial reporting entity for East Feliciana Parish. The Commission is considered a component unit of the East Feliciana Parish Police Jury because it appoints a voting majority of the Commission's governing body. The accompanying financial statements present information only on the funds maintained by the Commission and do not present information on the Police Jury, the general government services provided by that governmental unit or the other governmental units that comprise its financial reporting entity.

Government-wide Accounting: In accordance with Governmental Accounting Standards Boards Statement No. 34, the Commission has presents a statement of net position and statement of activities for the Commission as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2012**

exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

Policies specific to the government-wide statements are as follows:

Eliminating Internal Activity

Inter-fund receivables and payable are eliminated in the statement of net position except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses, from one function to another or within the same function, is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

Capitalizing Assets

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net assets.

Program Revenues

The statement of activities presents three categories of program revenues – (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Commission. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are reserved for a specific use

Indirect Expenses

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Commission has chosen not to do so.

Operating/Non-Operating Revenues

Proprietary funds separately report operating and non-operating revenues.

Restricted Net Position

Reserved net assets are those for which a constraint has been imposed either externally or by law. The Commission recognizes the use of reserved resources for expenditures that comply with the specific restrictions. Restricted resources are exhausted before unrestricted net position are used.

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2012**

Fund Accounting: The Commission uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate entity with a self-balancing set of accounts. Funds of the Commission are classified under one category governmental. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds: Governmental funds account for all or most of the Commission's general activities, including the collection and disbursement of specific or legally reserved monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the Commission include:

1. General Fund – the primary operating fund that accounts for all activities not required to be reported in another fund.

Basis of Accounting/Measurement Focus: In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification, and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of governmental and business-type activities are included in the statement of net position. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
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NOTES TO THE FINANCIAL STATEMENTS
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Budgets: The Commission adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. It is published and made available for public inspection prior to the start of the year. Appropriations lapse at year-end. There were amendments made to the budget during the year ended December 31, 2012.

Cash and Cash Equivalents: Cash includes amounts in demand deposits, interest-bearing demand deposits and money market savings. Cash equivalents include amounts in investments with original maturities of 90 days or less. Under state law, the Commission may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law or any other state of the United States or under the laws of the United States.

Investments: Investments are limited by Louisiana Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value, based on quoted market prices, with the corresponding increase or decrease reported in investment earnings.

Inventory: Inventory of the Commission includes signs utilized for mapping and location purposes.

Receivables: Trade receivables are recorded at management's estimate of the amount that is expected to be collected. This is based in part on historical information. Revenues become susceptible to accrual when they become both measurable and available.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Capital Assets: The Commission's assets are recorded at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Commission maintains a threshold level of \$1,000 or more for capitalizing assets. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows: buildings 15 – 40 years; equipment 7 – 10 years; office furniture/equipment – 5-7 years; vehicles 7 – 10 years.

Compensated Absences: There was no liability for compensated absences at year-end.

Long-Term Obligations: In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability on the statement of net assets. In the fund financial statements, however, debt principal payments of governmental funds are recognized as expenditures when paid. The Commission has no long-term debt at year-end.

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2012**

Net Position/Fund Balances: In the statements of net position, the difference between a government's assets, deferred outflows, liabilities and deferred inflows is recorded as net position. The three components of net position are as follows:

Net investment in Capital Assets

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets

Restricted

The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

Unrestricted

The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component s of net position.

In the Balance Sheet of governmental funds, fund balances are segregated as follows:

Non-spendable

This includes amounts in permanent funds and inventories that are permanently precluded from conversion to cash.

Restricted

Fund balances that are restricted include those resources constrained to a specific purpose by enabling legislation, external parties or constitutional provisions.

Committed

Fund balances may be committed for a specific purpose by the highest level of decision-making authority through a formal action such as the adoption of an ordinance. The removal of or change in this commitment can only be accomplished by the same level of authority through the same type of action taken to commit the fund balances initially.

Assigned

Resources earmarked for a specific purpose by a government's management are reported as assigned fund balances.

Unassigned

This category represents that portion of equity that are available for any purpose.

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2012**

NOTE 2 – CASH AND CASH EQUIVALENTS

Deposits are stated at cost, which approximates market. Under state law, they must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Even though pledged securities are considered uncollateralized under the provisions of GASB Statement No. 3, La. Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand. With the adoption of GASB Statement No. 40, only deposits are considered exposed to custodial credit risk are required to be disclosed. The Commission has no deposits exposed to custodial credit risk.

The cash and cash equivalents on hand (book balances) of governmental activities are as follows:

Interest-bearing demand deposits	\$ <u>109,818.15</u>
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NOTE 3 – INVESTMENTS

Investments can be exposed to custodial credit risk if the securities underlying the investment are uninsured and unregistered, not registered in the name of the entity or are held either by the counter-party or the counter-party's trust department or agent but not in the entity's name. All investments of the Commission are certificates of deposit with maturities extending beyond 90 days. They are not subject to custodial credit risk. At December 31, 2012, the Commission had four certificates whose reported amount equaled its fair value as follows:

	<u>Maturity</u>	<u>Interest Rate</u>	<u>Amount</u>
Landmark Bank	3/02/13	1.70%	\$ 55,930.86
Landmark Bank	3/02/13	1.10%	51,263.70
Feliciana Bank	3/02/13	1.55%	55,345.60
Feliciana Bank	2/10/13	1.55%	<u>71,085.00</u>
Total			<u>233,625.16</u>

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2012**

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2012, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Capital Assets, being depreciated				
Equipment	\$ 55,638.28	\$ 3,212.08	\$ 00	\$ 58,850.36
Less: accumulated depreciation	<u>24,268.47</u>	<u>11,871.43</u>	<u>00</u>	<u>36,139.90</u>
Net Equipment	31,369.81	(8,659.35)	.00	22,710.46
 Vehicles	29,262.44	.00	.00	29,262.44
Less: accumulated depreciation	<u>2,090.17</u>	<u>2,090.17</u>	<u>00</u>	<u>4,180.34</u>
Net Vehicles	27,172.27	(2,090.17)	00	25,082.10
 Capital Assets, being depreciated, net	<u>58,542.08</u>	<u>(10,749.52)</u>	<u>.00</u>	<u>47,792.56</u>

All depreciation expense was charged to governmental activities

NOTE 5 – ACCOUNTS AND OTHER PAYABLES

The payables are as follows at December 31, 2012:

Class of Payable

Accounts - trade	\$ 2,799.34
Payroll related withholdings/expenses	<u>7,559.78</u>
 Total	<u>10,359.12</u>

NOTE 6 – LEVIED TAXES

The Commission levies taxes at a rate of 1 mill on all property subject to taxation within the Commission's boundaries. The purpose of this tax is to acquire, construct, improve, maintain and/or operate an enhanced 911 telephone system. This ten-year tax expires on December 31, 2015. Taxes realized during 2012, totaled \$103,352.36.

Taxes are invoiced by the East Feliciana Parish Sheriff in November and are considered delinquent after December 31st.

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2012**

NOTE 7 – E911 SERVICES

As provided by Louisiana R.S. 33.9106, the Commission levies an emergency telephone service charge in an amount not to exceed 5% of the tariff rate as approved by the Public Service Commission. This E911 (Enhanced Universal Emergency Number Service) is charged and collected by the telephone service provider and then remitted to the Commission on a monthly basis. These fees provided \$215,881.90 in revenues for the Commission during the year ended December 31, 2012. The expense of operating the system was \$370,661.48, excluding capital outlay. The wireless E911 system was activated on August 3, 2001, and had previously been reported by the East Feliciana Parish Police Jury.

NOTE 8 – LEASES

Operating Leases The Commission has no operating leases

Capital Leases. The Commission has no capital leases

NOTE 9 – RELATED PARTY TRANSACTIONS

There are no related party transactions that require disclosure in the accompanying basic financial statements.

NOTE 10 – LITIGATION AND CLAIMS

There is no litigation that would require disclosure in the accompanying basic financial statements.

NOTE 11 – SUBSEQUENT EVENTS

There were no events between the close of the year through issuance of this report that would materially impact these basic financial statements.

REQUIRED SUPPLEMENTAL INFORMATION
(PART 2 OF 2)

**EAST FELICIANA PARISH EMERGENCY COMMUNICATIONS COMMISSION
CLINTON, LOUISIANA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED DECEMBER 31, 2012**

	<u>Budgeted Amounts</u>		<u>Actual Amounts (Budgetary Basis)</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Taxes - ad valorem	\$ 103,068	\$ 103,084	\$ 103,352 36	\$ 268 66
Charges for services				
E911 fees	215,054	215,882	215,881 90	(0 06)
Sales	46,334	33,826	33,845 70	19 50
Rental income	-	3,021	3,020 97	-
Grant proceeds	-	25,000	25,000 00	-
Other revenues	750	100	100 00	-
Interest earned	4,328	3,498	3,124 31	(373 69)
Total Revenues	369,534	384,411	384,325 24	(85 59)
<u>EXPENDITURES</u>				
Public safety				
Employee and related expenses	123,361	120,062	118,072 38	1,989 42
Contracted services	17,737	48,870	44,369 66	4,500 06
Communications Center	136,363	133,770	133,982 84	(213 32)
Training/development	1,145	500	616 68	(116 64)
Auto expense	8,749	8,462	8,871 41	(409 49)
Office and supplies	15,245	24,837	28,870 29	(4,033 25)
Repairs/maintenance of system	47,416	30,224	30,866 42	(642 38)
Utilities	4,908	4,697	5,011 80	(315 12)
Capital outlay	12,000	3,506	3,212 08	294 20
Total Expenditures	366,924	374,927	373,873 56	(5,222 68)
Net Change in Fund Balances	2,610	9,484	10,451 68	(5,308 27)
Fund Balances, beginning	339,945	339,945	339,945 30	-
Fund Balances, ending	342,555	349,429	350,396 98	(5,308 27)

See Independent Accountants' Review Report

AGREED-UPON PROCEDURES

MARY SUE STAGES, CPA
A PROFESSIONAL ACCOUNTING CORPORATION

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Louisiana Society of Certified Public Accountants
American Institute of Certified Public Accountants
Association of Governmental Accountants
Governmental Audit Quality Control Center

INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners of the
East Feliciana Parish Emergency Communications Commission
P. O. Box 293
Clinton, Louisiana 70722

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the East Feliciana Parish Emergency Communications Commission and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the East Feliciana Parish Emergency Communications Commission's compliance with certain laws and regulations during the year ended December 31, 2012 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$20,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38.2211-2251 (the public bid law) or R S. 39:1551-39:1755 (the state procurement code), whichever is applicable.

The cash disbursement journal was scanned and there were no expenditures exceeding \$20,000 for materials or supplies or public works exceeding \$100,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interest of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon procedure (3) appeared on the list provided by management in agreed-upon procedure (2)

Budgeting

5. Obtained a copy of the legally adopted budget and all amendments

Management provided us with a copy of the original budget There were amendments

6. Trace the budget adoption and amendments to the minute book.

The original budget and minutes were traced to the minute book. A public hearing was held in the adoption of both.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. There were no violations

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

All six of the payments were coded to the correct fund and general ledger account

- (c) determine whether payments received approval from proper authorities

Inspection of documentation supporting each of the six selected disbursements indicated approval from the Commissioners

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law)

Agendas were properly posted at the meeting prior to each meeting.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds or like indebtedness

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees, which may constitute bonuses, advance, or gifts.

We inspected payroll records for the year and noted no instances that would indicate payments to employees that would constitute bonuses, advances or gifts.

The prior year report, dated April 16, 2012, did not include any findings or management issues.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the East Feliciana Parish Emergency Communications Commission and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Mary Sue Stages, CPA
A Professional Accounting Corporation
Baker, LA
June 20, 2013

SUPPLEMENTAL INFORMATION AND SCHEDULES

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

Mary Sue Stages, CPA, APAC
P. O. Box 30
Baker, Louisiana 70704-0030

In connection with your review of our financial statements as of December 31, 2012, and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of March 31, 2013.

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes ☒ No ☐

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes ☒ No ☐

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes ☒ No ☐

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [☒] No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [☒] No []

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [☒] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [☒] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes [☒] No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes [☒] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations. We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.


Signatures as applicable

Director 3/31/2013 Date